



**RE-ADVERTISEMENT**

**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 15-007**

**OPEN TO:** All Interested Candidates

**POSITION:** Library Clerk - Full performance level, FSN-5005-06, LC/DLA-233  
(Personal Services Agreement)

**OPENING DATE:** March 30, 2015

**CLOSING DATE:** April 14, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-08  
Ordinarily Resident (OR) - Grade: FSN-06\*  
\*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Library Clerk in the Library of Congress Office.

**NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NO 15-007A RE-ADVERTISEMENT NEED NOT REAPPLY.**

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

**BASIC FUNCTIONS OF THE POSITION**

The incumbent will perform a wide range of duties that are indispensable to the smooth operation of the Acquisitions Division. The incumbent will monitor and receive all publications received on approval for the Library of Congress; create online Initial Bibliographic records (IBCs) in MARC format for all titles; contact vendors for supply of selected titles; search international bibliographic utilities and publisher catalogs; and perform other support tasks of complex technical nature.

Perform duties, though not limited to the following:

- Receive approval copies of materials from 24 South Asian book vendors, three Library of Congress (LOC) sub offices (Bangladesh, Nepal and Sri Lanka), six Bibliographic Representatives (Bhutan, Manipur, Meghalaya, Mizoram, Nagaland and the Maldives).
- Create Initial Bibliographic Control records (IBCs) in MARC format in Voyager, the Integrated Library System of the Library of Congress, applying basic RDA and LOC cataloging guidelines.
- Receive materials collected by Acquisitions Librarians and Catalogers during their acquisition trips.
- Maintain statistics of incoming approval titles and compile monthly report for use of LOC Delhi management and LOC Washington.
- Verify replenishment vouchers for publications submitted by Bibliographic Representatives and Country Representatives. Take appropriate corrective action with vendors via email and telephone, referring the non-routine to Acquisitions Librarians and most complex to the Chief of the Division.
- Process material received as exchanges and gifts from institutional publishers or acquired by librarians during acquisition trips. Shelve materials to be used in LOC Delhi's Exchanges program, retrieve and send them to exchanges partners, type form letters, address labels and lists of books sent.
- Maintain statistics of exchanges and gifts received and sent. Generate exchanges lists from the database on request.
- Search titles listed in bibliographies, dealers' catalogs and the book review media against online catalog of Library of Congress and international databases and other automated files.
- Prepare and send form letters to copyright owners requesting permission to microfilm or microfiche their publications for use by the Library of Congress, in exchange for diazo microfiche.
- Maintain and update database of sources of publications to assist all librarians. Run variety of reports to assist in the preparation of acquisitions trips and works on large-scale mail solicitation campaigns.
- Maintain liaison with Oxford University Press – India and Asian Education Services for acquisition of their titles.
- Draft routine circulars to be sent to South Asian Cooperative Acquisitions Program (SACAP) participants. Coordinate circulars created by Acquisitions Librarians and Catalogers.
- Compile responses by participants, and place order with appropriate book vendors.
- Communicate with Budget Analysts prior to placing order for special requests in order to determine current balance of each SACAP participant requesting the title.
- Assist Chief in monitoring workload and workflow in the division and generate the division's Monthly report.

- Maintain statistics and reports by book vendors, sub office and Bibliographic Representatives which are used by the Chief and the Director to monitor their performance.
- Prepare templates and forms in MS Excel, MS Word and Adobe Acrobat for use by the staff of the Division.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov).

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered)**

1. Successful completion of three years of College degree in either of these disciplines is required: Science /Commerce/ Humanities.
2. Two years of working experience in a Library or publisher environment out of which one year of experience in data entry is required.
3. Level III (Good working knowledge) in English. Also Level IV (Fluency) in Hindi and Level II (Limited working knowledge) in one of the following: Bengali, Gujarati, Kannada, Malayalam, Marathi, Nepali, Oriya, Punjabi, Tamil, Telugu or Urdu (Speaking only) is required. **(When applying for the position, please indicate your level of proficiency for these languages)**
4. Demonstrated experience using MS Office applications and Internet based applications.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs and hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Please note: Must answer all the questions in DS-174 application form.

[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office (Recruitment Team)  
Shantipath, Chanakyapuri  
New Delhi 110 021

**or**

FAX: 2419-8056

**or**

E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

### **POINT OF CONTACT**

Telephone: 24198227/8369/8908

Please insert **15-007** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No*; if yes,

*provide explanation)*

- M. If applying for position that includes driving a U.S. Government vehicle,  
Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S.  
Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

**CLOSING DATE FOR THIS POSITION: (April 14, 2015)**

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.